



**USAID**  
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**NIGERIA**

**VACANCY ANNOUNCEMENT**

No. 2009-003	Date: February 9, 2009	Ref:
Subject:	<b>SENIOR PAEDIATRIC ANTI-RETROVIRAL (ART) ADVISOR</b>	
Location:	<b>ABUJA – HIV/AIDS &amp; TB OFFICE</b>	
Applicability:	ALL INTERESTED CANDIDATES	

**OPEN TO:** All Interested Candidates

**POSITION TITLE:** Senior Paediatric Anti-Retroviral (ART) Advisor PSC-12\*, FP-3\*

**OPENING DATE:** February 9, 2009

**CLOSING DATE:** February 23, 2009

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*AEFM: US\$64,447.00 p.a. (Starting salary on FP-3)  
\*AEFM: US\$52,221.00 p.a. (Starting salary on FP-4)

\*FSN: N4,346,003.00 p.a. (Starting basic salary on FSN-12 Position Grade)

\*FSN: N3,902,031.00 p.a. (Starting basic salary on FSN-11 Position Grade)

In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

**NOTE:** Successful candidates will begin at FSN-11 depending on experience. Promotion to FSN-12 will be after the completion of one year probationary period and successful performance of duties at the FSN-11 grade level. Recruitment/Position is subject to the availability of funding.

**NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The **USAID/Nigeria in Abuja** is seeking to employ a suitable and qualified candidate for the position of a Senior Paediatric Anti-Retroviral (ART) Advisor in the HIV/AIDS and TB Office.

## **BASIC FUNCTION OF THE POSITION:**

The incumbent under the supervision of the Team Leader, HIV/AIDS and TB, will lead, manage and coordinate USAID/Nigeria's Paediatric ART programs to ensure they achieve their intended impact in the lives of Nigerians. The Senior Paediatric ART Advisor will serve as a key member of the treatment team for the President's Emergency Plan for AIDS Relief (PEPFAR) program in Nigeria, provide technical leadership for Paediatric HIV/AIDS Treatment and related paediatric care and support activities. The incumbent will be a key advisor to USAID/Nigeria at technical and programmatic forums on paediatric issues and provide technical assistance to Implementing Partners and the Government of Nigeria (GON) as needed, interacts with other U.S. Government (USG) agencies and International organizations to achieve the PEPFAR goals, engage in high level policy dialogue, providing guidance in the design, implementation and evaluation of paediatric programs funded by USAID/Nigeria.

**A copy of the complete duties and responsibilities is available in the Human Resources Office. Contact (09-461-9323).**

Or visit our Mission websites at: <http://www.usaid.gov/ng>

## **MINIMUM REQUIRMENTS:**

NOTE: All applicants **MUST** address each selection criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

1. Masters degree in Public Health or Medicine is required.
2. Eight years of work experience in Paediatric ART and Prevention of Mother to Child Transmission (PMTCT) program management is required.
3. Level IV (Good Working Knowledge) English language (Speaking /Reading) is required.
4. Good knowledge of Paediatric ART, PMTCT and HIV/AIDS treatment programs is required.
5. Incumbent must have high level of judgment, interpersonal, analytical and excellent computer skills in the use of basic Microsoft office programs, including Word, Excel, Power Point etc.
6. Must be able to manage programs in paediatric ART activities and maintain close counterpart relationship with donors, partners and the Government of Nigeria (GON).

## **SELECTION PROCESS:**

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Current employees who are qualified will be given preference.
6. Only successful applicants who meet the minimum requirements will be notified.
7. The Human Resources Office will **NOT** accept applications or resume **submitted in U.S. Government official envelopes.**
8. **The minimum requirements must be adequately addressed in the cover letter of your application package. Failure to do so will disqualify your application.**

### **HOW TO APPLY:**

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. A **type-written application** specifically applying for this position, and addressing the minimum requirements as advertised. **Please reference the job title and announcement number on the application letter.**
2. A current resume or curriculum vitae, listing all job responsibilities and provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. **Please indicate position title and vacancy announcement number on the top right corner of the envelope and also on the subject line of the application letter**

### **SUBMIT APPLICATION TO:**

The Executive Officer  
USAID/Nigeria  
7 – 9 Mambilla Street  
Off Aso Drive  
Maitama  
Abuja

**POINT OF CONTACT:**

Tel: 09-461-9300 ext. 9323

**DEFINITIONS:**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - U.S. citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a US agency that is under COM authority who do not meet the definition of AEFM above.

**CLOSING DATE FOR THIS POSITION IS: FEBRUARY 23, 2009**

An Equal Opportunity Employer

Approved:EXO:CDAILEY

Drafted:HR:CEdereka

Cleared:IIP:STackett

Cleared:IIP:AWind